*** If you received a diskette please turn to page 3 ***
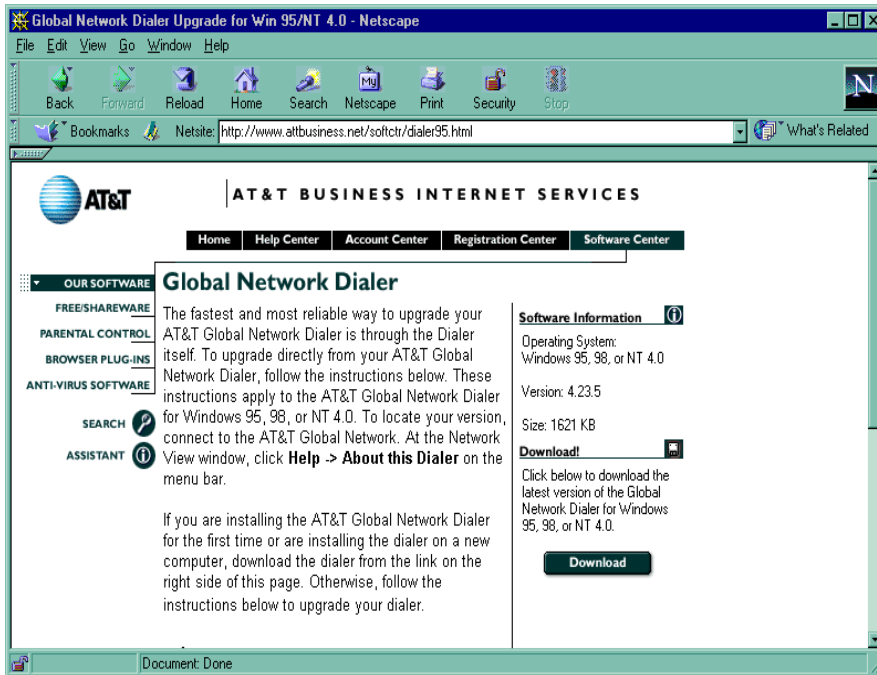
A. Internet Download Instructions for the IBM/AT&T Global Network Dialer.

1A.   Connect to the Internet. Using your browser, go to www.attbusiness.net/softctr/dialer95.html

2A.   Select **Download**. You will be prompted to Save this program to disk. Do not try to copy it to a floppy disk as the dialer program is too large. (Recommended: C:\). Click **OK**.
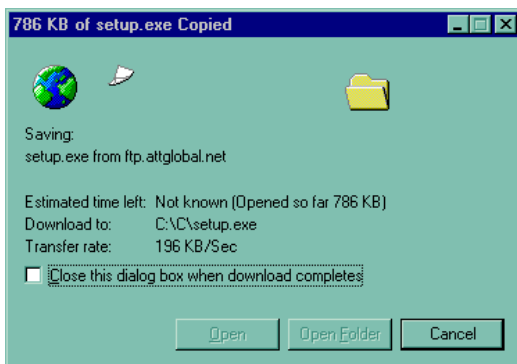
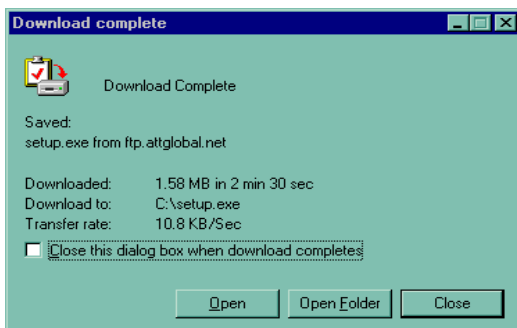**Note**: Do not select **Run this program from its current location**.
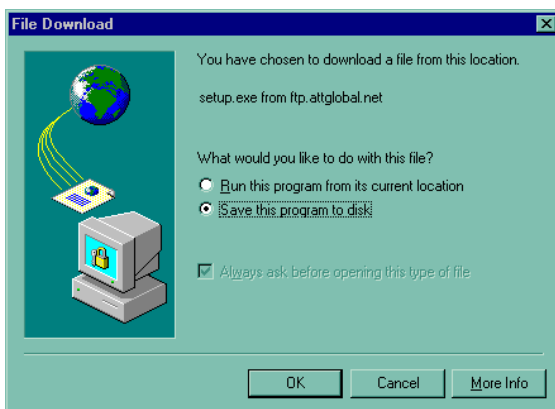
3A.   Select the drive location where the file will be saved on your system. Click **Save**.
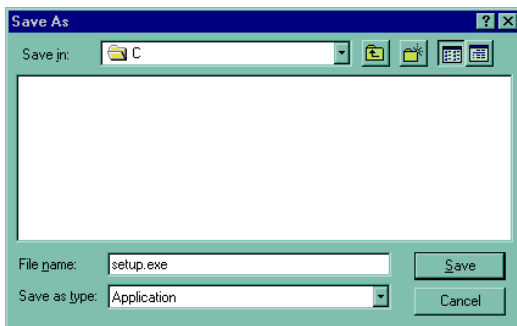
4A.   File download will begin. You may select **Cancel** at any time to end the file download.
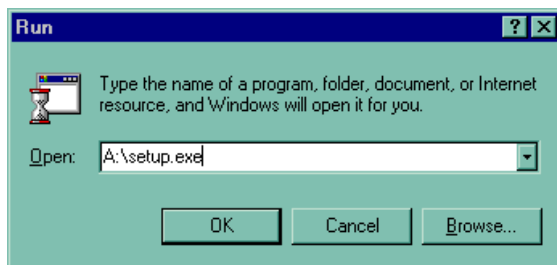

5A.   When download is complete, click **OK**. The IBM/AT&T Global Network Dialer is now available to be installed.

## B.	Installation Instructions for the IBM/AT&T Global Network Dialer.

1B.	Select **Start** and **Run…** In <u>O</u>pen:, type the drive and location of the file **Setup.exe**.
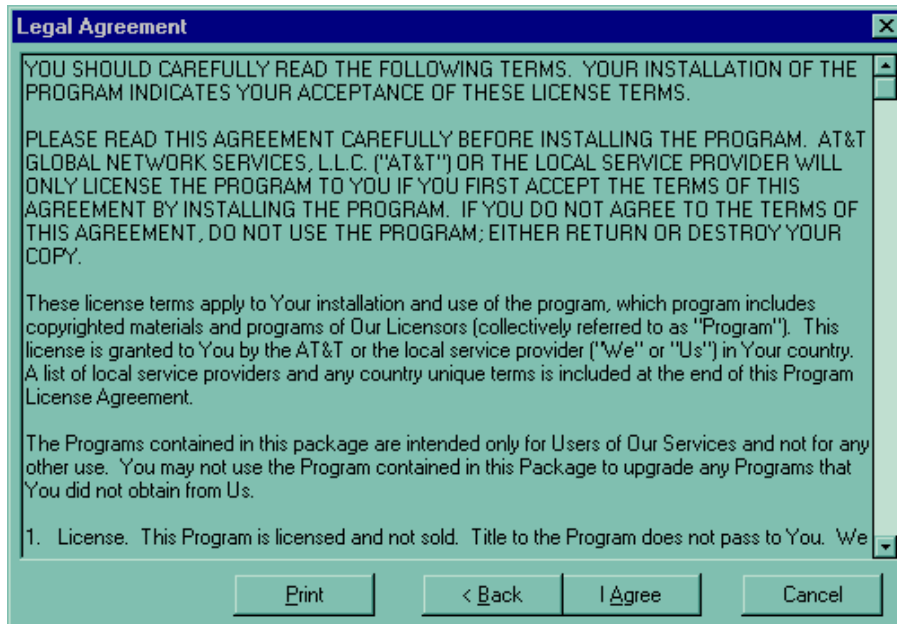Click **OK**.

2B.	Click **Next>** to continue installation. You may select **Cancel** at any time to end the installation
process.

NOTE: The IBM Global Network Dialer and the AT&T Global Network Dialer are the same
software. For documentation purposes, only the AT&T logo appears in the screen prints.
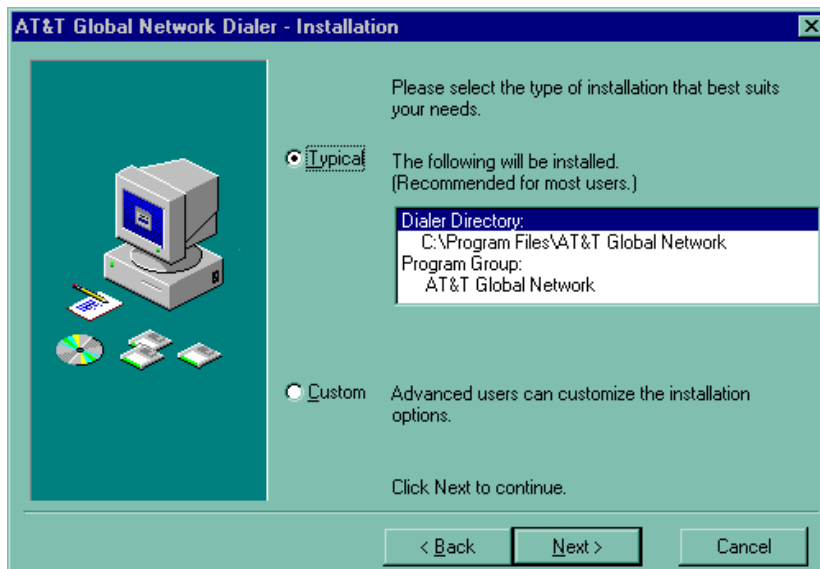
3B.   The **Legal Agreement** screen will appear listing the license terms governing your use of the IBM/AT&T Global Network Dialer. Click **I Agree**.
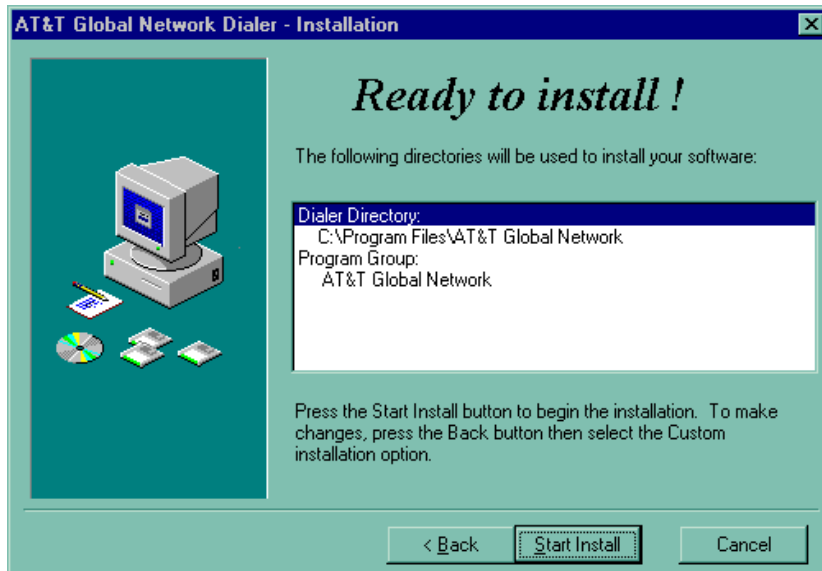

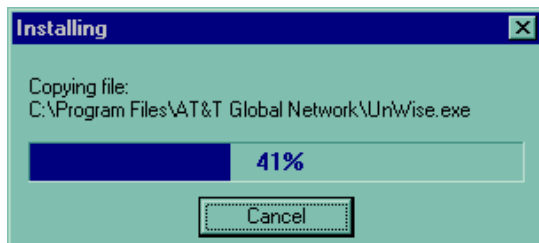4B.   Click **Next>** to do a **Typical** installation.

NOTE: The IBM Global Network Dialer will install to C:\Program Files\IBM Global Network.

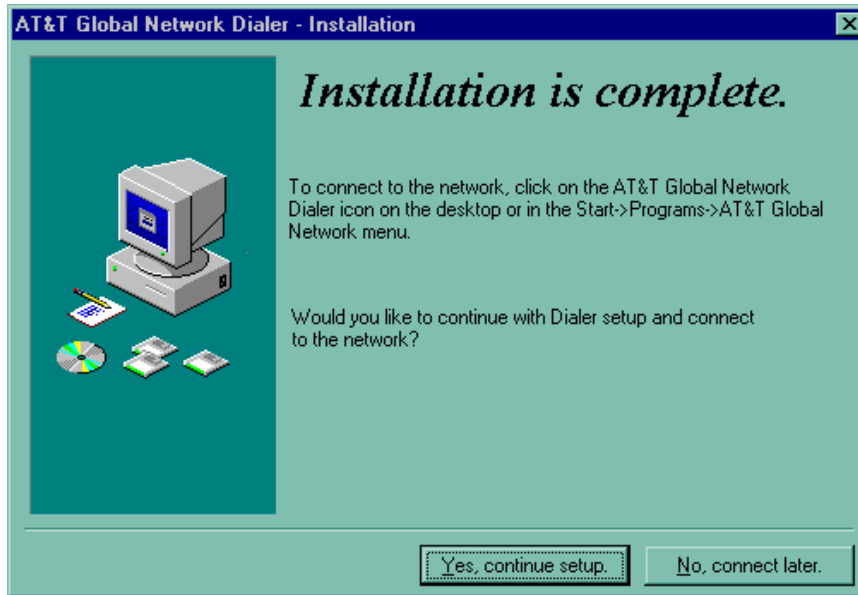5B.   Click **Start Install** to begin the installation process.

6B.   The installation program will begin copying files.

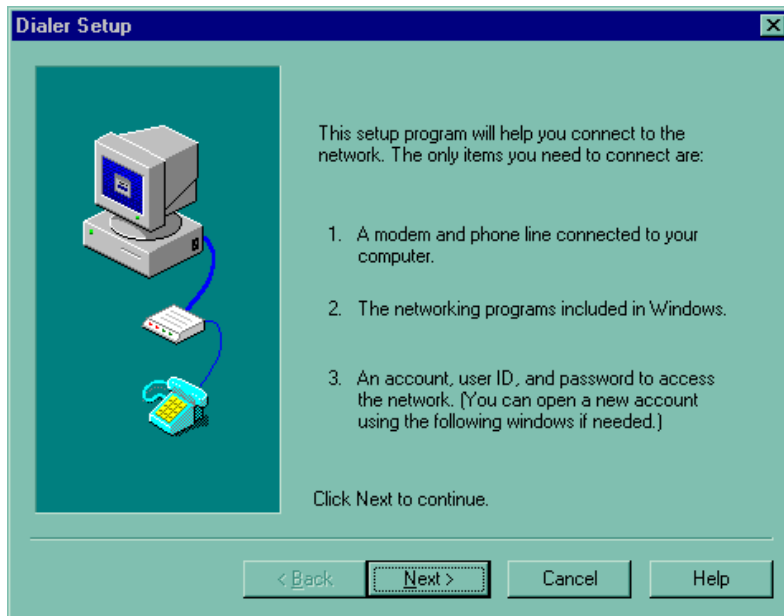7B.   If you received diskettes you will be prompted to insert disk 2.

8B.   When installation is complete, select **<u>Y</u>es, continue setup**. You may now begin the setup of the IBM/AT&T Global Network Dialer.
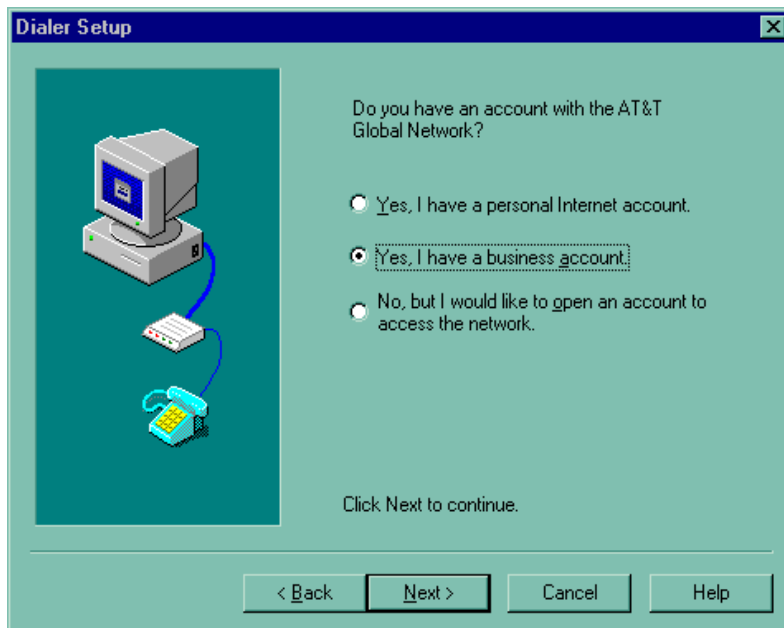
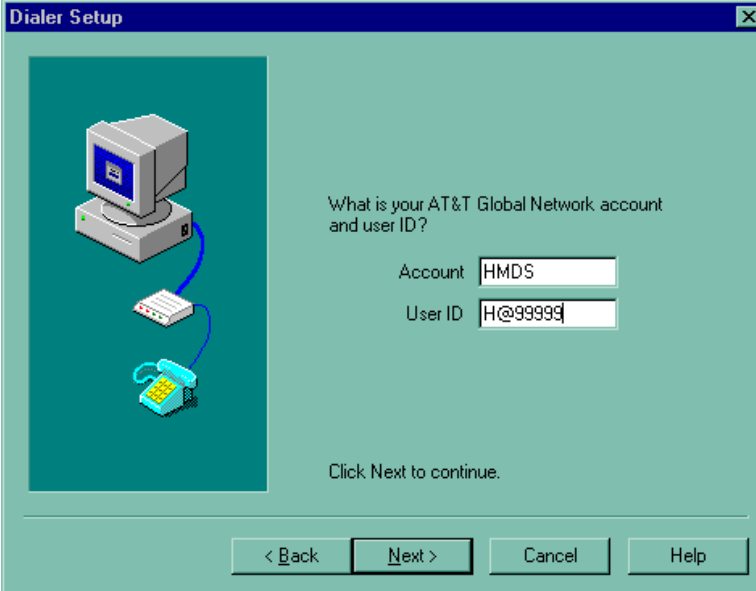## C.   Setup Instructions for the IBM/AT&T Global Network Dialer.

1C.   Click **<u>N</u>ext** to begin the setup program. You may select **Cancel** at any time to end the setup program.

2C.   Select the option **Yes, I have a business <u>a</u>ccount**. Click **<u>N</u>ext**.
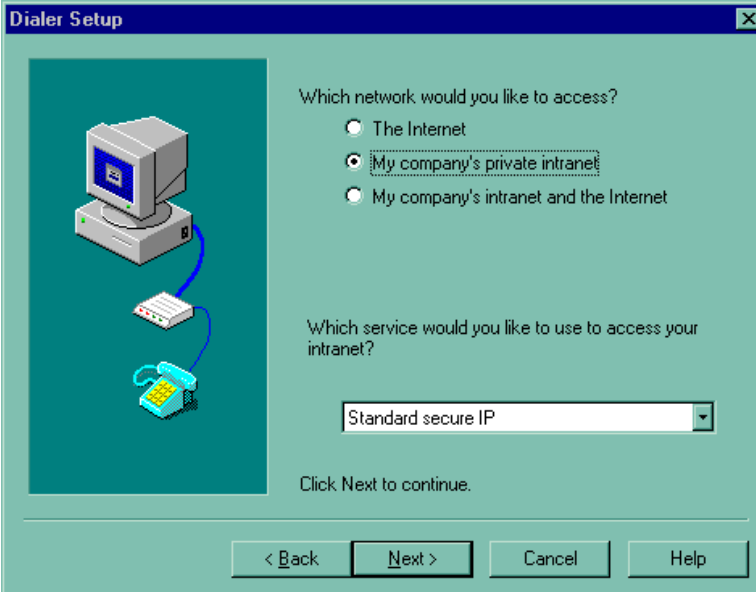
3C.   Type your AT&T Global Network **Account** and **User ID** as listed on the cover page of this documentation. Click **Next**.

4C.   Select the option **My company's private intranet**. Accept the default **Standard, secure IP**. Click **Next**.

5C.   Accept the default **Web, e-mail, and other TCP/IP servers**. Click **Next**.
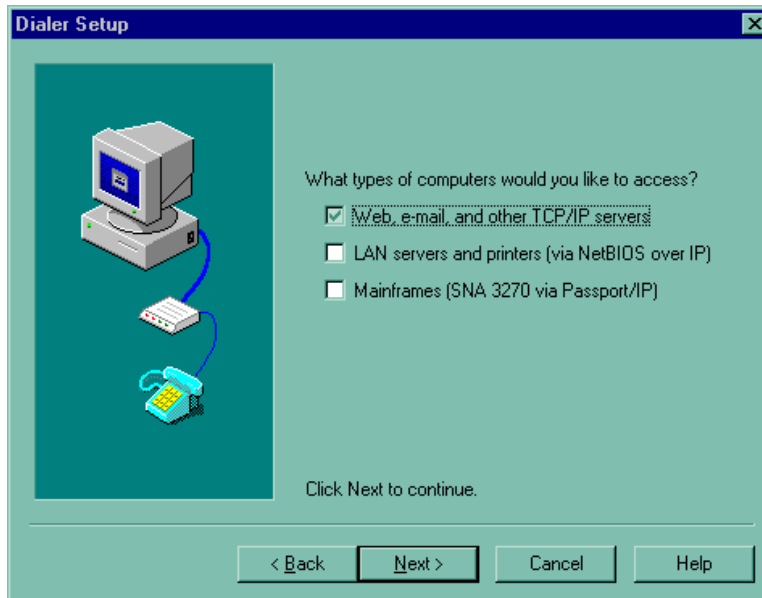
6C.   <u>Do not</u> enter a **Primary** or **Secondary DNS**. Leave blank. Click **Next**.
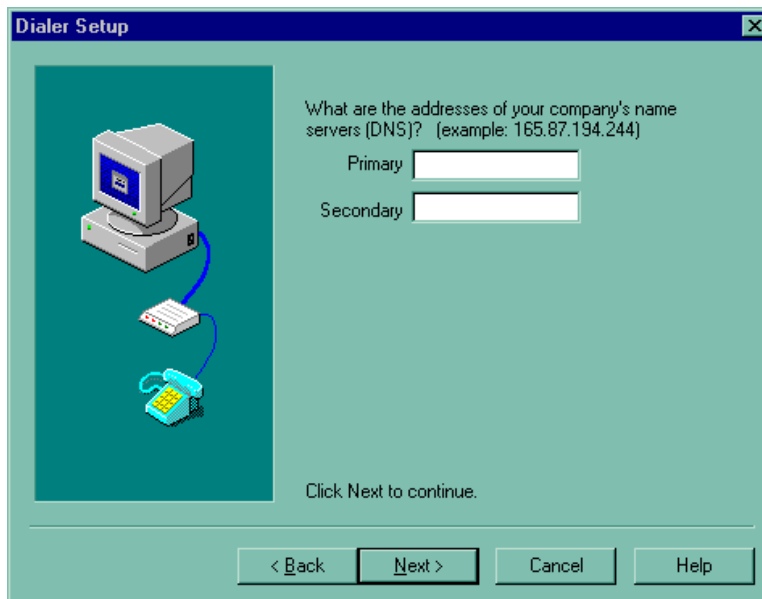
7C.   You will be asked **Is a name server needed on your network?** Click **No**.
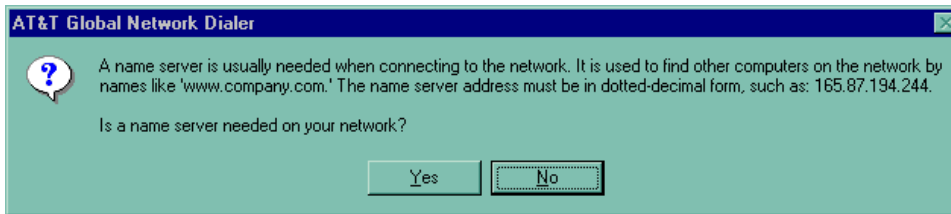
8C.   Click **Next>** to accept the modem highlighted.

Note: If the modem you wish to use is not listed, do not attempt to **Add modem…** Cancel installation and use the Windows operating system Add New Hardware option. When done, start the installation process from the beginning.
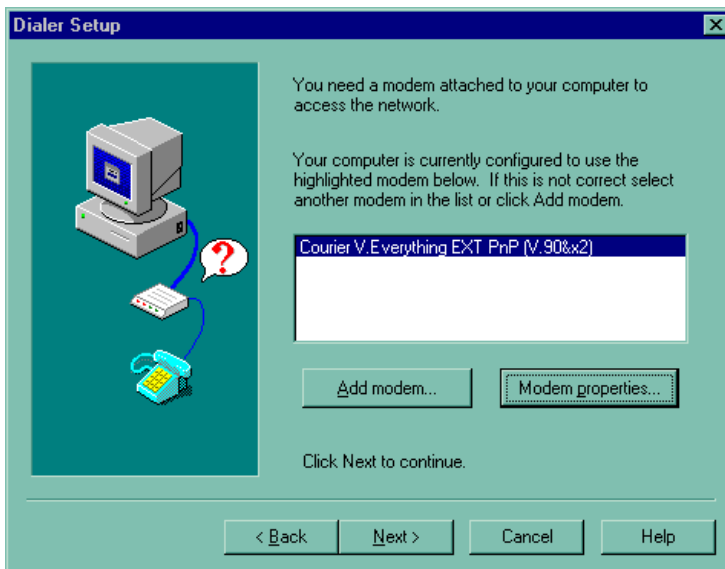
9C. Select __Change…__ next to the question **Which location would you like to call?** The **Select a phone number to call** screen will appear.
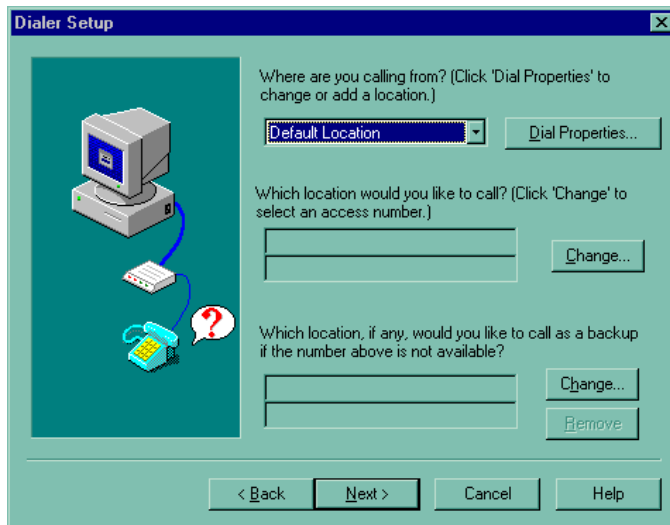
10C. Enter the Area Code for your facility and the Exchange (or prefix). The setup program will show the closest phone number to your facility in the first row. Under the heading "Call Type", make sure Local is displayed.   Highlight the number and Click **OK**.

If a Local number is __NOT__ available, choose **Nationwide Toll.**
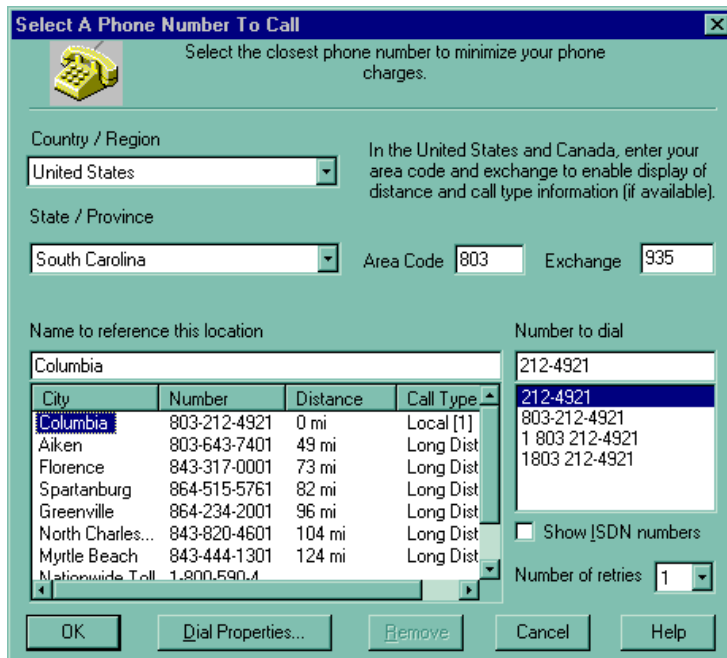
11C.   If **Nationwide Toll** is selected, the following screen will appear. Click <u>**Yes**</u>. You will not be charged for this call.
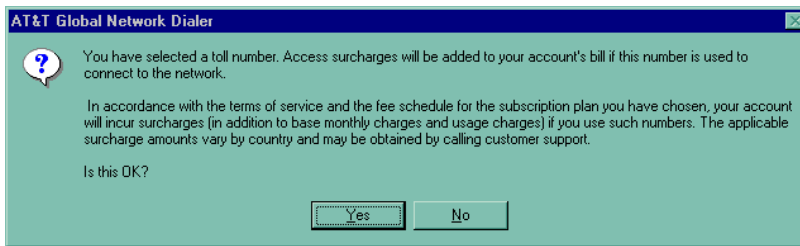
12C.   Click **Next>**.

13C.   Select **Yes, start login when Finish is pressed**. Click **Finish**. You may proceed to login instructions.

D. Login Instructions for the IBM/AT&T Global Network Dialer.

1D.   Type your password and click **Connect**. <u>Do not</u> check the box labeled **Save password**. This is a security violation.

Note: **<u>For new HHAs seeking Medicare certification</u>**, contact your state OASIS automation coordinator for temporary user identification and password information. You will need this information to demonstrate compliance with the OASIS transmission requirements prior to your initia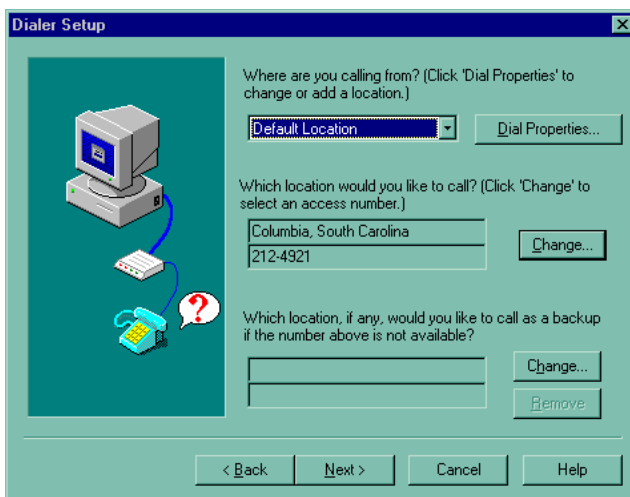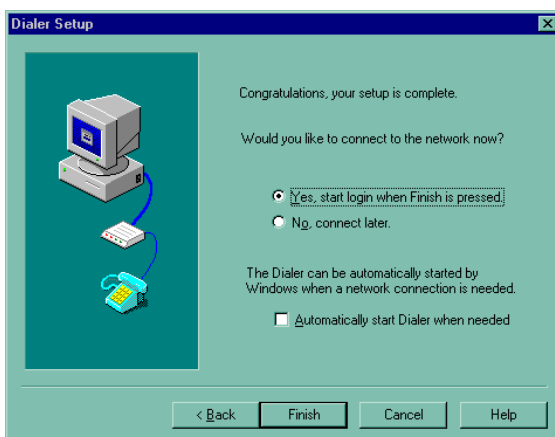l Medicare certification survey. After Medicare approval, contact the MDCN helpdesk at 1-800 905-2069 for instructions on obtaining permanent user identification and password information.

<u>For Medicare certified HHAs</u>, for your **initial** login, your password is **the same as your User Id**.

2D.   The first time you connect to AT&T Global Network Services, your password will expire. Type your new password and confirm it in the appropriate boxes. Click **OK**.

Password rules:
- Passwords can contain alpha or numeric characters (No special characters).
- A password must begin with an alphabetic character.
- Passwords are a minimum of 5 characters and a maximum of 8 characters.
- You may not reuse a password for six months.
- Passwords <u>are not</u> case sensitive.
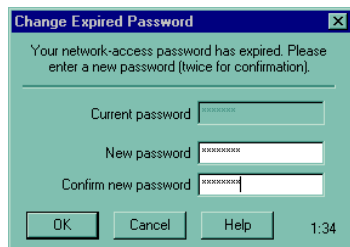
Note: **Your password will expire every 60 days.**

Note: The first time you login, you will be prompted to establish a current profile. Click **Done** to accept the default.
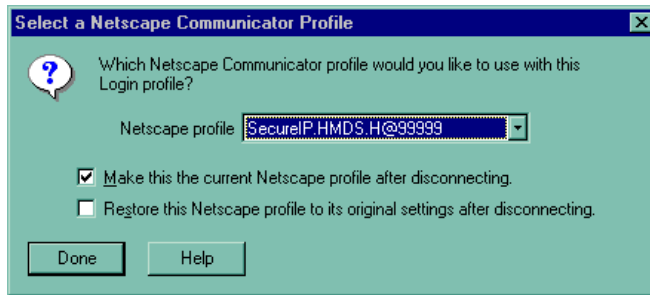
3D.   Once the following window appears, click OK.

4D.   When connected, the following screen will appear:

5D.   The IBM/AT&T Global Network Dialer is designed to automatically download upgrades when available. **It is <u>mandatory</u> that you complete the dow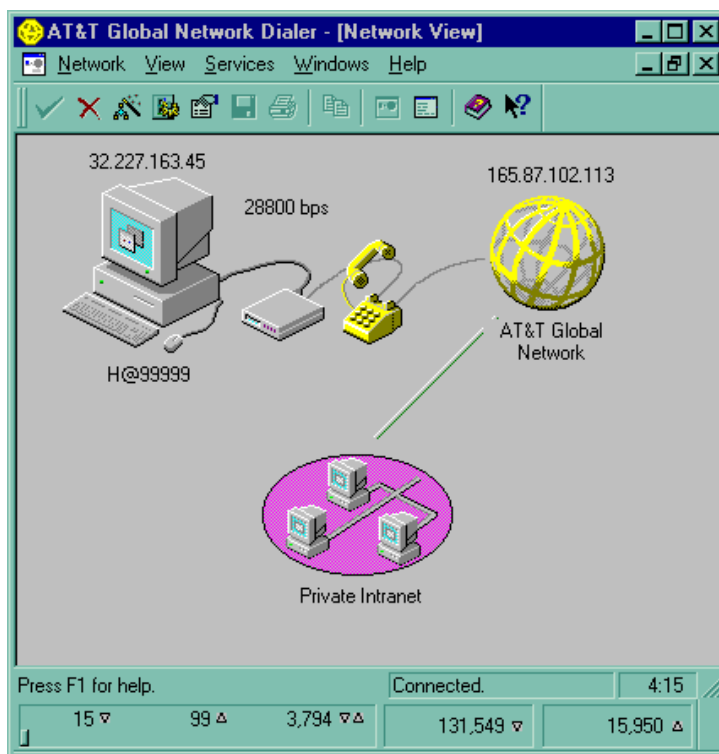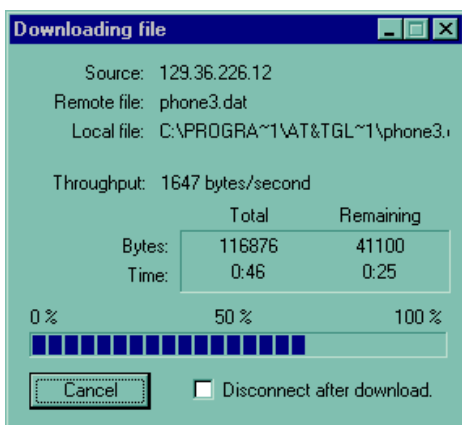nloads**. The dialer will download both a recent phone list and an upgrade of the dialer (If a newer version is available for download). This process takes approximately 10-20 minutes depending on the speed of your connection. You cannot continue with the instructions until this process is complete.

6D.   You will be prompted when the upgrade download is complete. Click **OK**.
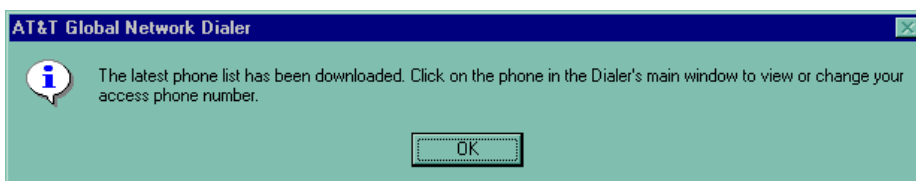
7D.   If the latest version of the dialer is downloaded, you will be prompted to install the new version now. Select **<u>Yes</u>** and the dialer will disconnect you and begin the installation process. When finished, you are ready to reconnect and use the upgrade of the software.
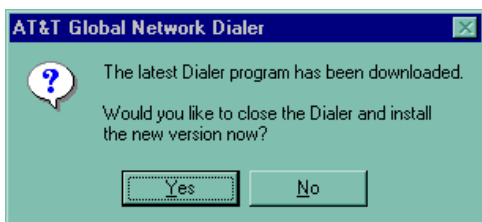

Note: Installing an upgrade version of the IBM/AT&T Global Network Dialer <u>will not</u> change your default settings.

E: Loading the browser and connecting to the HCFA Web Site

The following section will show you how to set up your IBM/AT&T Global Network Dialer to load your browser (**Netscape Navigator** or **Microsoft Internet Explorer**) upon connection. You should set this up to use the browser used for your submissions before setting up the AT&T Global Network. If you are not sure which browser you are currently using, please contact your facility systems administrator.

1E.   From the Network View Screen, select **Network**, then click on **Login Properties**.
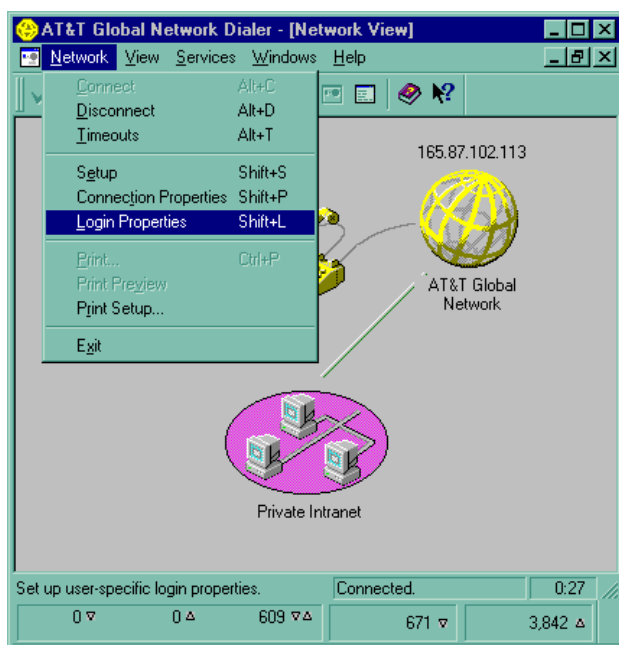
2E.   Click on the tab titled **Programs**. Place a check mark in the field **Override default settings**. Then at the bottom section click **Add**.
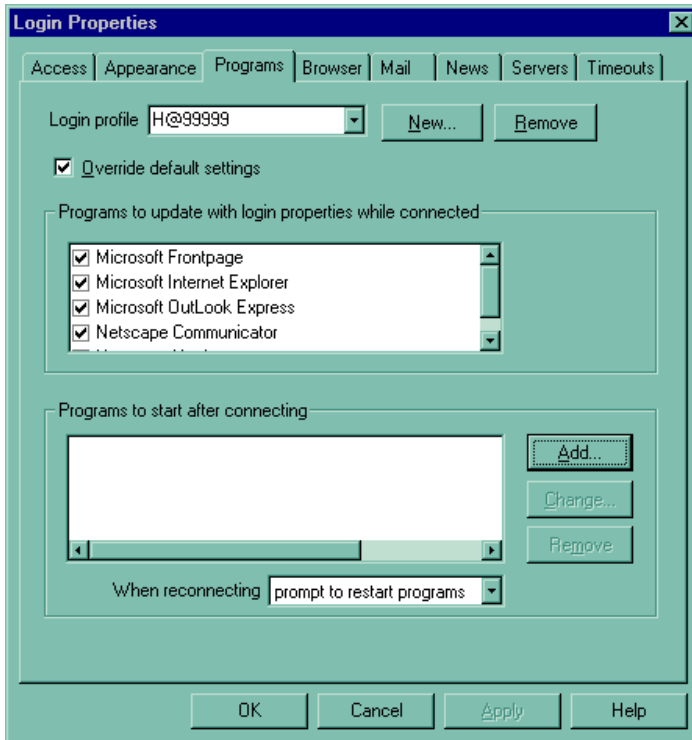
3E.   Select your preferred browser, **Netscape** or **Internet Explorer**. The version of either browser **MUST** be at least **4.0** or higher. It is recommended that your browser be 128-bit SSL Encrypted.
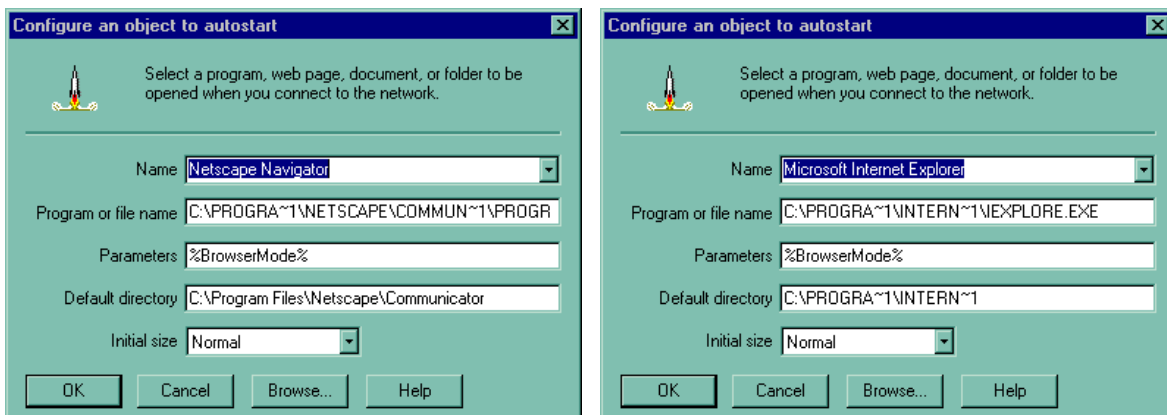
4E. Click on the tab titled Browser. Place a check mark in the section **Override default settings**. Under that section, beside **Web browser start page**, place the dot in the far right under Manually Update. In the space provided, place the **IP address listed for <u>your state agency</u> on the front of your packet.**
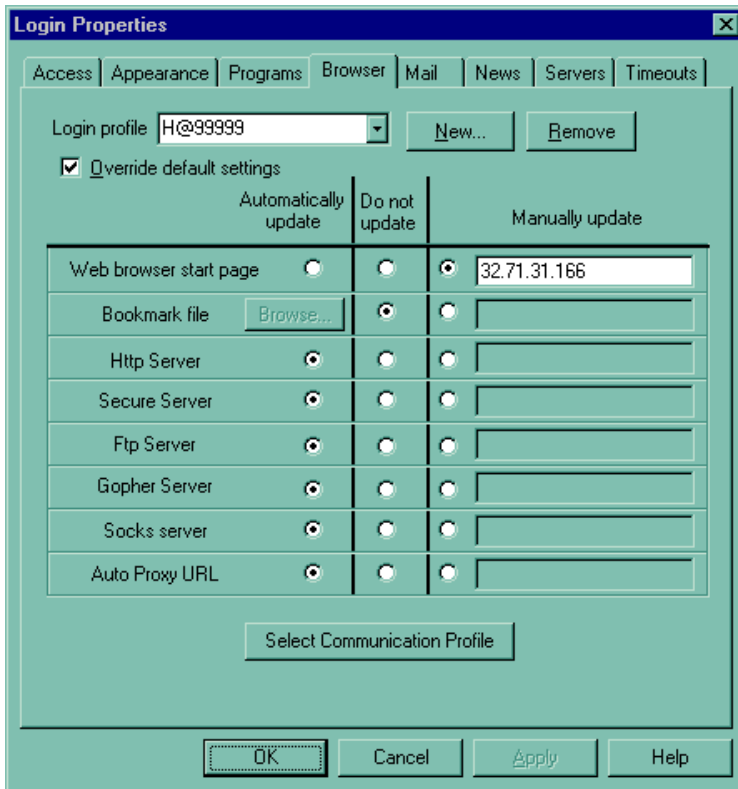

5E. Click OK, You must disconnect, close all programs and reconnect before the changes will take effect.

Note: If your default browser is Netscape® version 4.0 or above, you will be prompted to select a profile each time you connect.
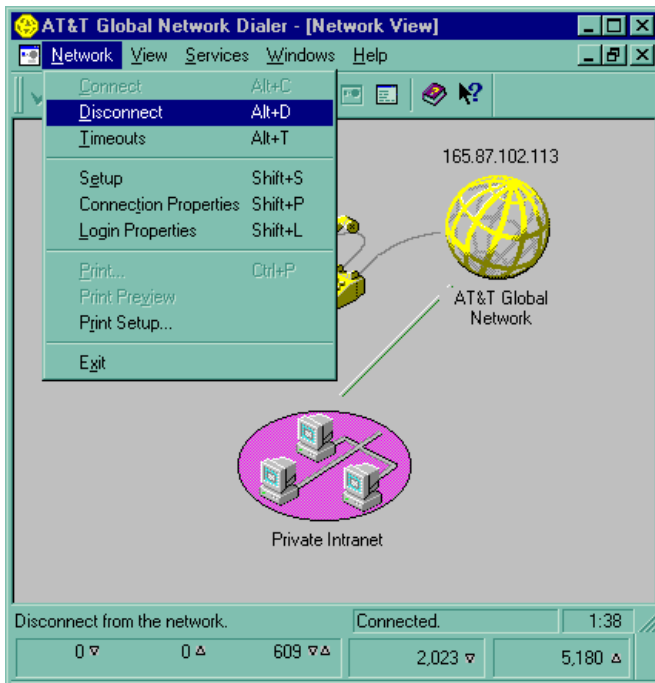
Each subsequent connection will prompt you to select a profile. Select the profile corresponding to **SecureIP** and click **Start Communicator**.

6E.   You will be connected to the home page of your state server. You are now ready to proceed as usual.
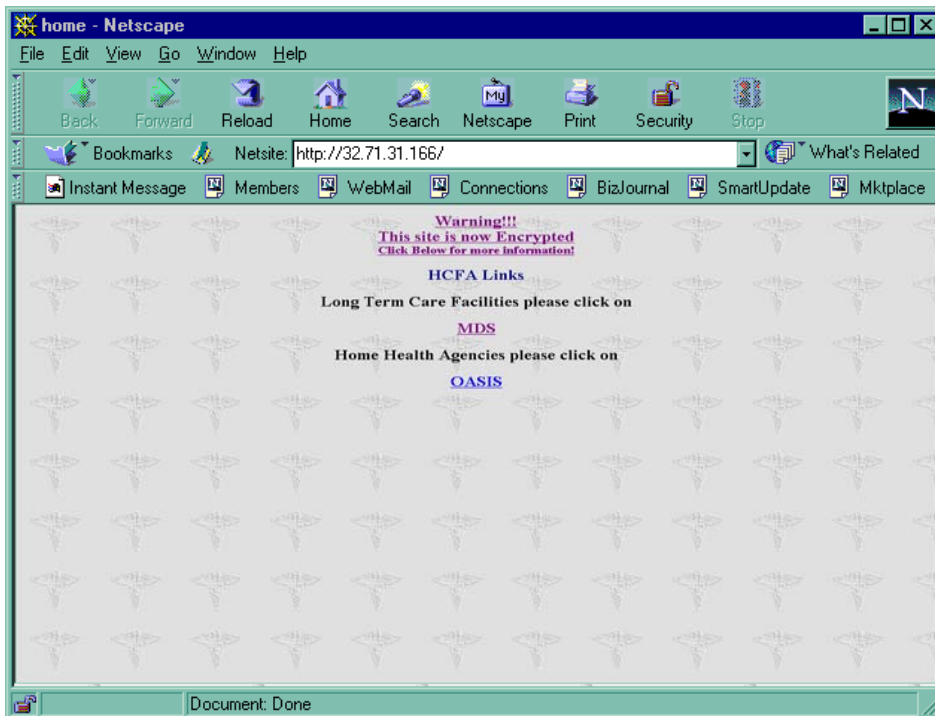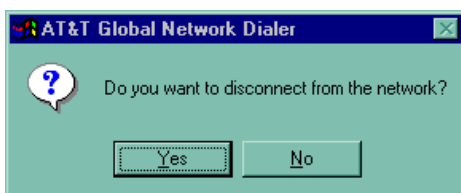
F. Disconnect Instructions for the IBM/AT&T Global Network Dialer.

1F. To disconnect, select **Network**. From the pull down menu, select **Disconnect**.

2F. You will be asked to confirm your desire to disconnect. Click **Yes**.

3F. To exit, select **Network**. From the pull down menu, select **Exit**.

G.   Adding additional users to the AT&T Global Network

You are required to have a login specific to each individual in your organization accessing your state agency via the Medicare Data Communications Network (MDCN). If the same machine is used by more than one individual, you will need to set up a login profile specific to each user. If you don't have additional user ID's but require them, please fax on **Company Letterhead** the following information: **Facility ID, Contact Name, User to be Added** and **User to be deleted** (if any), to 803-935-0194. The information will be processed and mailed to your facility.
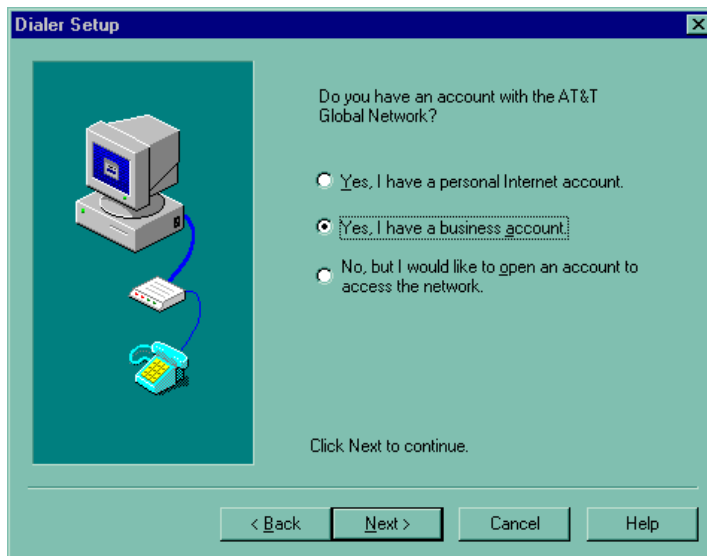
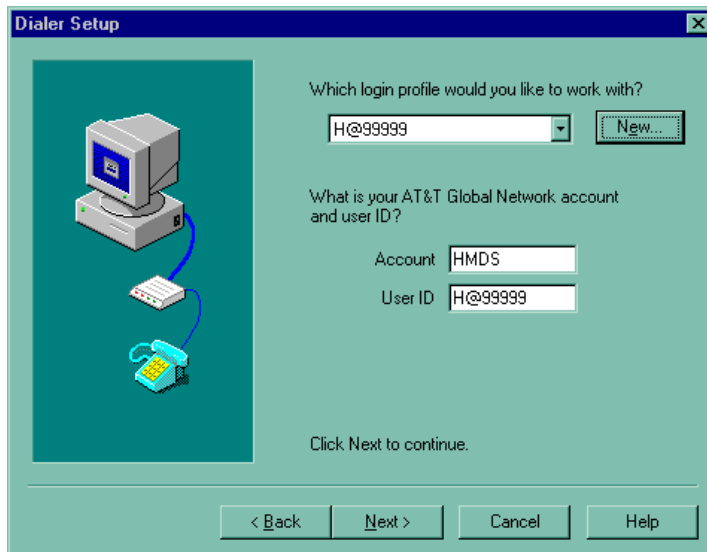G1.   Execute your IBM/AT&T Global Network Dialer. Select **Setup**.

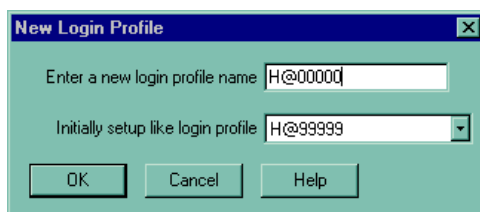G2.   Select **Review or change user login properties**. Click **Next>**.

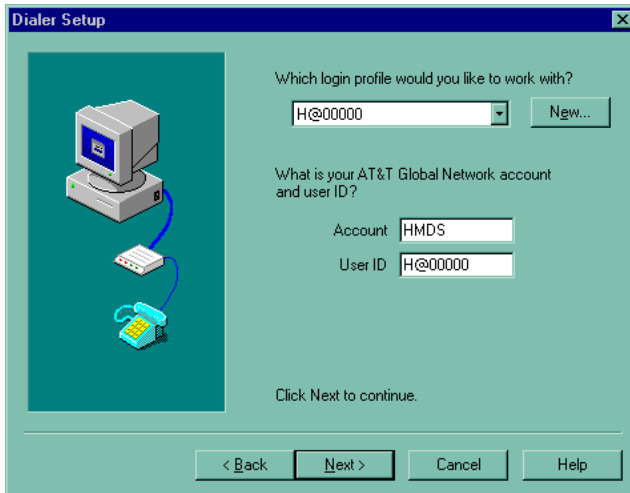G5.   Select **Yes, I have a business account**. Click **Next>**.

G4.   Select **New…**

G5.   Type the User ID as listed on the cover page of this documentation. Click **OK**.

G6. Type the **Account** and **User ID** as listed on the cover page of this documentation. **Make sure the User ID number matches the Login Profile**. Click **Next>**.

G7. Complete set up as instructed in steps 4C through 7C on pages 8-10 of the Setup Instructions. You can only add one user at a time and must complete the setup before new users are added. If you have more than two users you will have to do the above for each Users ID.